

**CITY OF CHICOPEE
WATER DEPARTMENT**

27 Tremont Street - Chicopee, MA. 01013
413 / 594-3420 - Fax 413 / 594-3461

SECONDARY METER INSTALLATION - CONDENSED PROCEDURE

- 1) Obtain an application form for secondary meter installation from the Chicopee Water Department office at 27 Tremont Street.
- 2) Hire a licensed plumber to make the appropriate plumbing changes to allow for the secondary meter and related plumbing modifications. The plumber must obtain a plumbing permit and have the plumbing inspector complete Section VII.
- 3) Submit the application form to the Chicopee Water Department, include the following:
 - A. \$250 application fee.
 - B. Completed application form.
 - C. Diagrams of proposed plumbing changes drawn by a licensed plumber on an 8½" x 11" paper or larger. Include the number and type of fixtures to be supplied through the secondary meter. Please list the manufacturer, model and size of the backflow prevention devices installed. All irrigation systems and outside hose stations must have an appropriate device installed.
 - D. Include the type and size of meter to be installed. The Chicopee Water Department will supply a 5/8 inch meter; larger meters can be purchased from the Department at cost.
- 4) If the plan is approved and the installation is for applications other than residential, the proposed plan must be submitted to the Waste Water Treatment Plant for check-off.
- 5) A permit from the Chicopee Water Department must be obtained if a reduced pressure or double check valve assembly device is required. A \$50.00 fee is required for this permit.
- 6) If the changes meet the Chicopee Water Department specifications and requirements the secondary meter will be installed.
- 7) Once the final inspection is made, the appropriate changes in the computer billing program will be made by the personnel in the Chicopee Water Department office to accommodate the secondary meter.
- 8) The Chicopee Water Department will have the right at any time to inspect the installation, at our discretion. Failure to allow representatives of the Chicopee Water Department access to the secondary meter will automatically disallow the use of the secondary meter.

CITY OF CHICOPEE
WATER DEPARTMENT
BOARD OF WATER COMMISSIONERS

SECONDARY METER INSTALLATION POLICY/PROCEDURE

I. STATEMENT OF POLICY

The following is a statement of policy regarding the installation of secondary meters in Residential, Commercial, Industrial, Public or Other locations. The policy is hereby adopted on **MAY 22, 1991**, by the City of Chicopee, Board of Water Commissioners.

The Board is willing to participate in the installation of secondary meters to allow customers a method of determining water use not being discharged into the sanitary sewer system. For an individual or company to be allowed to install a secondary meter, the procedures outlined below, must be adhered to without exception. Any deviation from the stated policy will disallow the use of the secondary meter.

II. DEFINITIONS

- A. A "PRIMARY METER" is defined as the meter installed at the entrance of the water service line at a location for the purpose of recording the amount of water used by the consumer that will be discharged into the sanitary sewer system. The consumption registered on this meter will be used to calculate both water and sewer charges.
- B. A "SECONDARY METER" is defined as a meter installed at the entrance of the water service line, for the purpose of recording the amount of water not being discharged into the sanitary sewer system. (Water being used for irrigation systems, washing cars, filling swimming pools, etc.). The meter reading on this meter will be used to calculate water charges.

The two meters will be placed in parallel on the supply line to the building. (**See attached diagrams for general details of installation**). The consumer will receive two bills based on water usage of the two meters. The **primary meter** reading will be used to calculate both water and sewer charges. The **secondary meter** will be connected to a separate water line that will supply water to all fixtures not discharging to the sanitary sewer system. The meter reading on this meter will be used to calculate a second water bill.

III. SECONDARY METER INSTALLATION PROCEDURE

A. In order to insure proper installation of the secondary meter the following procedure must be followed:

1. A formal request/application will be submitted to the Board of Water Commissioners/Water Department. The request will include diagrams of the plumbing changes, number and type of fixtures to be supplied by the secondary meter and in the event that an irrigation system is to be included, the method of cross connection protection to be provided. All outside sillcocks must be protected with an appropriate vacuum breaker. The plans must be drawn up and signed by a licensed plumber. The secondary meter will be placed parallel to and in close proximity to the primary meter to facilitate reading. **(See Attached application)**. A fee of \$250 must be included along with the application, payable to the City of Chicopee, Water Department.
2. Once the request is reviewed and approved by the appropriate departments a plumbing permit must be obtained from the Building Department, by a licensed plumber, to make the plumbing changes.
3. Once the rough plumbing is completed, the changes must be inspected by representatives of the Chicopee Water Department (Head Water Meter Installer, Head Water Service Inspector, Cross Connection Control Inspector), and Plumbing Inspector to insure proper installation and placement of the meter. The lines will be color coded once the work is completed.
4. Once the plumbing changes are inspected and approved then the Chicopee Water Department will install the secondary meter. The Chicopee Water Department will supply a remote reading 5/8 inch meter for installation; larger meters may be purchased at cost, from the Chicopee Water Department. If the existing meter is not a remote reading meter, the Chicopee Water Department will convert it to a remote reading meter at no charge. Any future repairs, maintenance and replacement of the meter will be done by the Chicopee Water Department for a fee. The fee charged will be for labor and materials.
5. Representatives of the Chicopee Water Department will read the meter periodically. The secondary meter will be inspected at unannounced intervals to insure that no unauthorized changes are made in the plumbing to circumvent the stated function of either meter. Failure, by the owner, to allow the Chicopee Water Department access to the meter will automatically disallow the use of the meter. The secondary meter will be read quarterly and a complete inspection will be done at least once per year. All necessary inspections, calculations and input into the computer-billing program will be done by the Chicopee Water Department.

IV. RESPONSIBILITIES OF EACH PARTY

A. WATER DEPARTMENT RESPONSIBILITIES

1. Review of Original Request/Application. (An application fee of \$250 will be assessed to process the request for any secondary meter installation, payable at the time of the application to the Chicopee Water Department)
2. Initial inspection of the secondary meter placement and cross connection protection.
3. Installation of the Secondary Meter. The installation shall include a 5/8-inch remote reading meter supplied by the Chicopee Water Department and the conversion of the existing meter to remote reading.
4. Reading of the secondary meter and input of consumption figures into the billing program.
5. Routine inspection of the secondary meter to insure compliance.

B. OWNERS RESPONSIBILITY

1. Hire a licensed plumber to submit the request/application (see attachment #2) to the aforementioned department along with \$250 application fee paid to the Chicopee Water Department, the request to include a detailed plan of all plumbing changes to be made, drawn by a licensed plumber.
2. Obtain a plumbing permit from the Building Department/Plumbing Inspector.
3. Color code plumbing to facilitate inspections.
4. Allow representatives of the Chicopee Water Department access to the premises for the stated purpose of inspecting the meter installation. Failure by the owner to allow the inspection will automatically disallow the use of the secondary meter for billing purposes and all water used will be billed for both water and sewer use.

C. BUILDING DEPARTMENT/PLUMBING INSPECTOR

1. Review plans/issue plumbing permit.
2. Inspect final installation for compliance with the plumbing code.

REVISED 8/16/05

**CHICOPEE WATER DEPARTMENT
APPLICATION FOR A SECONDARY METER INSTALLATION**

DATE OF APPLICATION: _____ APPLICATION FEE: YES ☐ NO ☐

Note: If application fee (\$250.00) is not included along with the Application, the Application will not be processed.

SECTION I: TYPE OF INSTALLATION (Check one)

Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Public ☐ Other ☐

SECTION II: LOCATION OF PROPOSED SECONDARY METER APPLICATION

NAME: _____ TELEPHONE #: _____

ADDRESS: _____

SECTION III: BILLING ADDRESS (If different from meter location)

NAME: _____ TELEPHONE #: _____

ADDRESS: _____

SECTION IV: METER INSTALLATION DETAILS (Filled out by Plumbing Contractor)

NAME: _____ Telephone #: _____

LICENSE #: _____ EXPIRATION DATE: _____

FIXTURES & DESCRIPTION: _____

NOTE: See policy statement for meter installation requirements

SECTION V: FOR WATER DEPARTMENT OFFICE USE ONLY

EXISTING ACCOUNT #: _____ SERVICE SIZE: _____ METER SIZE: _____

DIAGRAMS INCLUDED (Signed by Plumber): YES ☐ NO ☐

BACKFLOW DEVICE REQUIRED: YES ☐ NO ☐ TYPE: _____
(Filled out by Cross Connection Coordinator)

INSTALLATION APPROVED: YES ☐ NO ☐ DATE: _____

SIGNED: _____

Cross Connection Control Coordinator

SECTION VI: SIGN-OFF BY SEWER DEPARTMENT (If applicable)

SIGNED: _____

THOMAS HAMEL, CHIEF OPERATOR W.W.T.P.

**CHICOPEE WATER DEPARTMENT
APPLICATION FOR A SECONDARY METER INSTALLATION**

SECTION VII: TO BE FILLED OUT BY PLUMBING INSPECTOR

PLANS/INSTALLATION REVIEWED: YES ☐ NO ☐ APPROVED: YES ☐ NO ☐

PERMIT ISSUED: YES ☐ NO ☐ PERMIT #: _____ DATE: _____

SIGNED: _____

CITY OF CHICOPEE, BUILDING DEPARTMENT-PLUMBING INSPECTOR

SECTION VIII: TO BE FILLED OUT BY WATER DEPARTMENT PERSONNEL

A: METER DIVISION - LOCATION OF METER MEETS SPECIFICATIONS: YES ☐ NO ☐

TYPE OF METER MEETS SPECIFICATIONS: YES ☐ NO ☐

SIGNED: _____

WATER METER INSTALLER

B: CROSS CONNECTIONS – INSTALLATION MEETS REGULATIONS: YES ☐ NO ☐

SIGNED: _____

CROSS CONNECTION CONTROL COORDINATOR

**IF ALL REQUIREMENTS OF THE SECONDARY METER INSTALLATION HAVE BEEN
MET, THEN INSTALLATION CAN PROCEED.**

SECTION IX: TO BE FILLED OUT BY WATER DEPARTMENT STAFF

PAYMENT FOR INSTALLATION MADE: YES ☐ NO ☐

AMOUNT OF PAYMENT: _____

RECEIVED BY (Signed): _____

**IF PAYMENT HAS BEEN MADE, THEN THE APPROPRIATE CHANGES IN THE
COMPUTER BILLING PROGRAM CAN BE MADE.**

SECTION X: FINAL APPROVAL

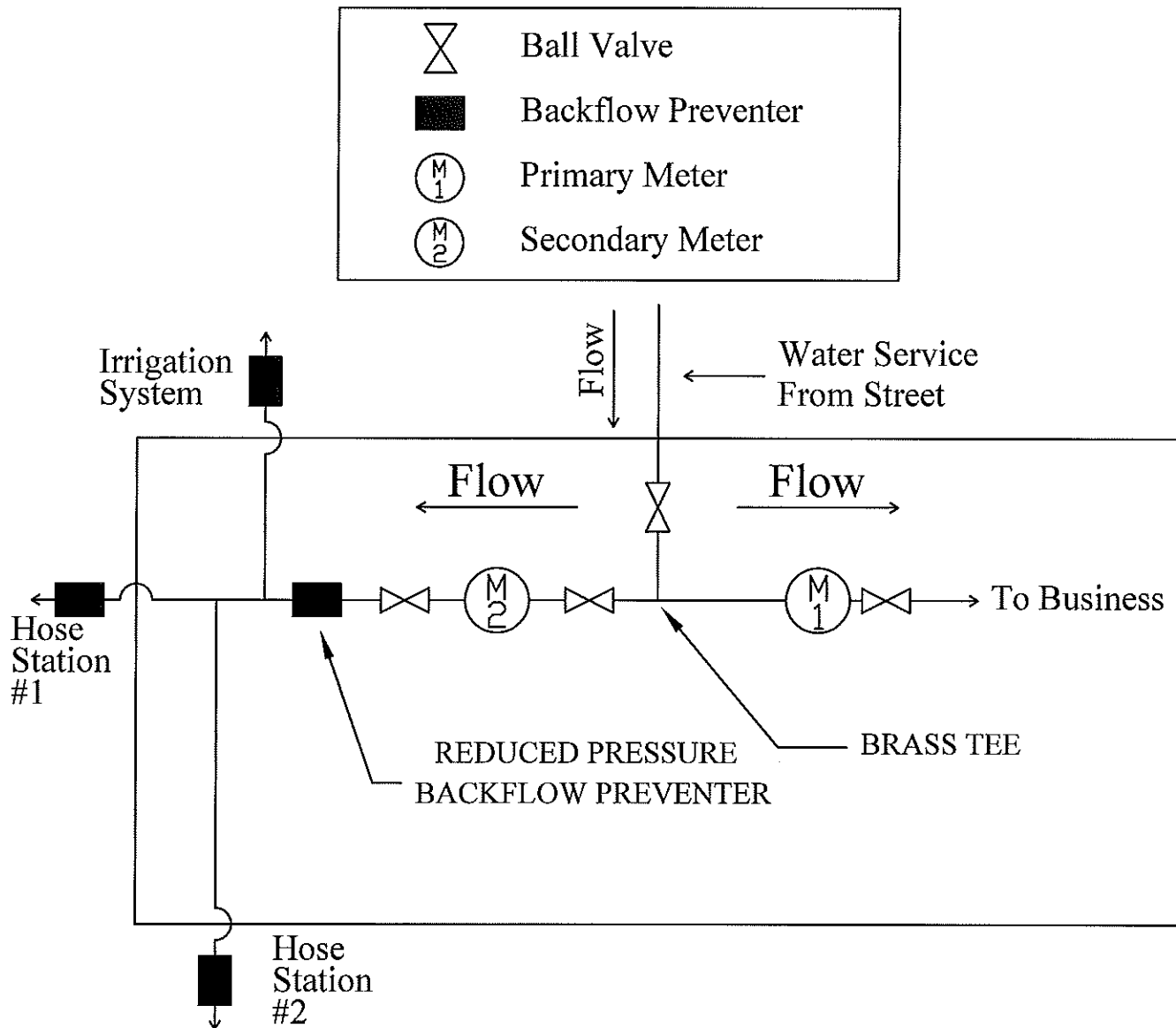
I CERTIFY THAT ALL APPLICABLE POLICY REQUIREMENTS HAVE BEEN MET AND THE
SECONDARY METER READING MAY BE INCLUDED IN THE NORMAL BILLING CYCLE.

SIGNED: _____ DATE: _____

WATER SUPERINTENDENT

REVISED: October 25, 2006

COMMERCIAL



- * All backflow prevention devices must be approved for use in Massachusetts.
- * Irrigation system must have appropriate device.
- * All Reduced Pressure Backflow Preventers Must be installed per 310 CMR 22.22.
- * Your plan must include the type of device installed.
Ex: WATTS-909, FEBCO-825Y, etc.
- * Hose stations must have backflow prevention devices installed.
Ex: Hose Bibb Vacuum Breakers or built in Anti-Siphon model(s).
- * Secondary meter line must be color coded with 3" blue bands every 25' or at points where the piping passes through walls, ceilings or floors. (even if less than 25')
- * All materials and devices must meet the City of Chicopee construction standards and State specifications.

CHICOPEE WATER DEPARTMENT
27 TREMONT STREET, CHICOPEE, MA 01013
(413) 594-3420

DATE: 5-29-03

DRAWN BY: TJL

SECONDARY METER

RESIDENTIAL



Ball Valve



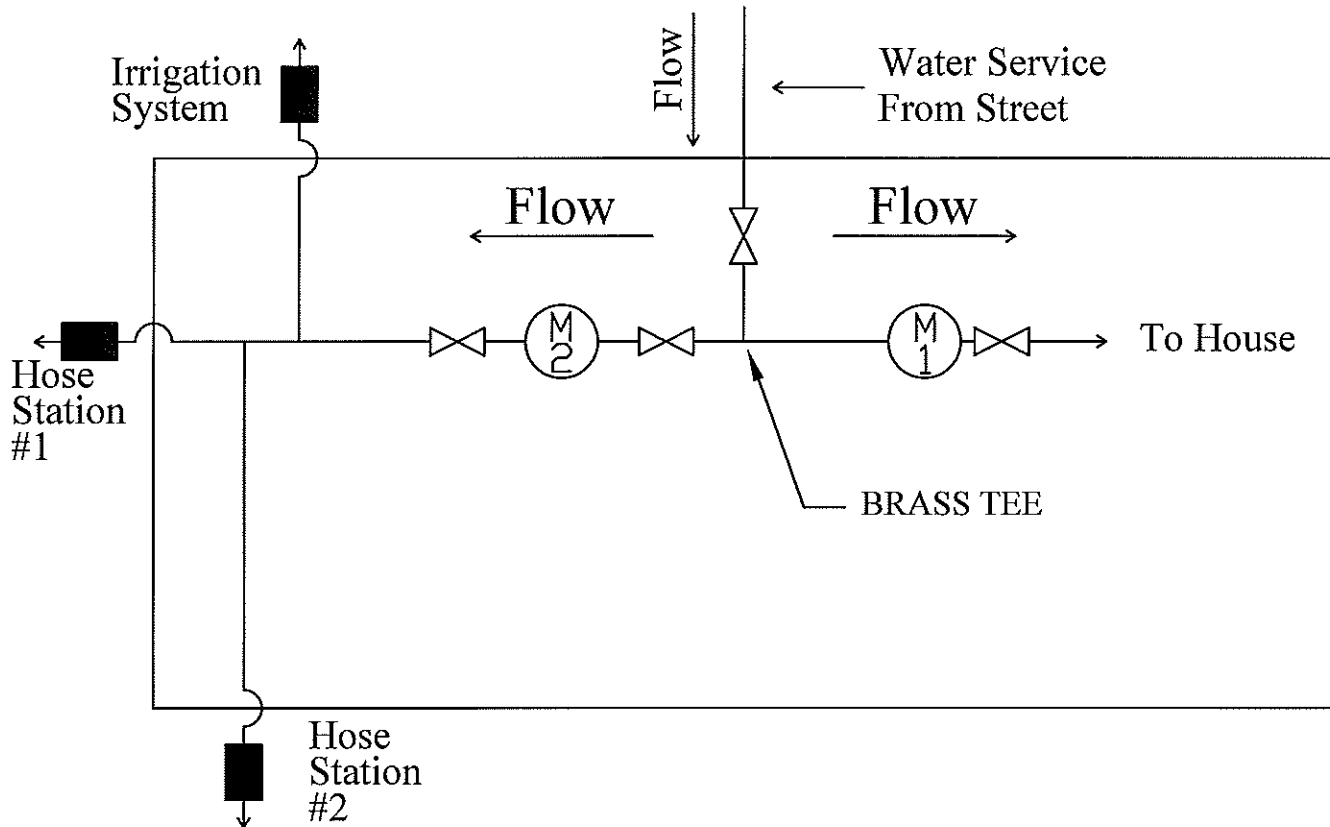
Backflow Preventer



Primary Meter



Secondary Meter



- * All backflow prevention devices must be approved for use in Massachusetts.
- * Irrigation system must have appropriate device.
Ex: All PVBS' must be a minimum of 12" ABOVE the highest sprinkler head.
- * Your plan must include the type of device installed.
Ex: WATTS-800, FEBCO-765, etc.
- * Hose stations must have backflow prevention devices installed.
Ex: Hose Bibb Vacuum Breakers or built in Anti-Siphon model(s).
- * Secondary meter line must be color coded with 3" blue bands every 25' or at points where the piping passes through walls, ceilings or floors. (even if less than 25')
- * All materials and devices must meet the City of Chicopee construction standards and State specifications.

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SECONDARY METER